

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

- OPEN TO:** All Qualified Candidates (Applicants who applied to the Announcement dated Oct 19, 2014 for the same do not need to re-apply)
- POSITION:** Official Residence Bearer-II
- OPENING DATE:** November 5, 2014
- CLOSING DATE:** November 12, 2014

The Deputy Chief of Mission of US Embassy Dhaka seeks a **Residence Bearer-II** to work at the Official Residence in Dhaka, Bangladesh.

BASIC FUNCTION: The **Residence Bearer II** will assist the Bearer-I and other members of the residence staff with housekeeping, daily household activities, and preparation and service at large events.

MAJOR DUTIES AND RESPONSIBILITIES:

- Dust, vacuum and clean rooms; do laundry; polish silver and brass.
- Set the table, serve food and beverages daily, and at large and formal events.
- Prepare floral arrangements for the residence.
- Answer the phone, receive messages, and receive guests at the door.
- Recognize and report maintenance issues.

QUALIFICATIONS REQUIRED:

- **Education:** Completion of class eight.
- **Work Experience:** Minimum one year practical work experience in household, hotel, or restaurant.
- **Language Proficiency:**
 - Ability to speak and understand English and Bangla fluently.
 - Ability to read and write basic English.
- **Skills and Abilities:**
 - Demonstrated ability and willingness to work as a member of a team.
 - Demonstrated ability to perform under pressure.
 - Willingness to work irregular shifts and overtime.
- **Residence and Work Permits:** Applicant must reside in Bangladesh and have all required work and/or residency permits.

TO APPLY:

Interested candidates are requested to submit an Application for Employment form by hand with no envelope to the address below. Blank application forms are available at the Embassy of the United States, Dhaka, Bangladesh, at Gate-1 (Reception Booth) and in the Human Resources office. Application forms may also be downloaded from the internet at <http://dhaka.usembassy.gov>

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue

Baridhara

Dhaka-1212

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

NOTES:

(1) This is not a U.S. Embassy position. The Residence Bearer will be a contract employee of the U.S. Deputy Chief of Mission.

(2) Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the Residence unless the Deputy Chief of Mission determines that it is in the best interests of his official function to do so.